



**Request for Quotes  
For Goods or Services  
More Than \$5,000 but Less Than \$25,000**

**Step 1:** Specifically describe the goods or service you want to purchase. Include as part of your description a date by which the product must be delivered or service must be performed.

**Step 2:** Solicit a minimum of three (3) oral or written quotes (by phone, fax, letter). Record the names and addresses of all persons/companies that you contact. Record the amount of each quote that you receive. Be sure that the vendor giving you the quote can provide the product or service by your stated delivery date.

**Step 3:** Award the quote to the responsible and responsive vendor offering the lowest price.

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Date: \_\_\_\_\_

Department: \_\_\_\_\_

Item or Service Description: (be specific, include delivery date)

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|  | Quote Amount |
|--|--------------|
| Company: _____<br>Address: _____<br>Contact Name: _____<br>Telephone: _____      Comments: _____<br>Fax: _____ |              |
| Company: _____<br>Address: _____<br>Contact Name: _____<br>Telephone: _____      Comments: _____<br>Fax: _____ |              |
| Company: _____<br>Address: _____<br>Contact Name: _____<br>Telephone: _____      Comments: _____<br>Fax: _____ |              |

***Submit this form and any pertinent attachments to the Finance Department  
when you are processing your invoice.***